

NOTICE OF CHANGE OF ADDRESS

Commonwealth of Virginia Va. Code §16.1-88.03

Case No.

☐ Circuit Court

☐ General District Court

.....
CITY OR COUNTY

.....
COURT ADDRESS

This notice is filed in connection with Case No.

..... V.

The undersigned ☐ Plaintiff ☐ Defendant/Respondent hereby gives notice to the clerk of court wherein litigation is pending of the following change of my residential and, if different, mailing address:

.....
PREVIOUS ADDRESS NEW RESIDENTIAL ADDRESS

.....
NEW MAILING ADDRESS

.....
TELEPHONE NUMBER (OPTIONAL) NEW TELEPHONE NUMBER (OPTIONAL)

I also sent notice by to the adverse party at the address listed below:
METHOD OF DELIVERY

.....
NAME

.....
ADDRESS

.....
DATE

.....
☐ PLAINTIFF ☐ DEFENDANT/RESPONDENT

Pursuant to Virginia Code §16.1-88.03, parties not represented by counsel shall promptly notify in writing the clerk of court wherein litigation is pending, and any adverse party, of any change in the party's address necessary for accurate mailing or service of any pleadings or notices. In the absence of such notification, a mailing to or service upon a party at the most recent address contained in the court file of the case shall be deemed effective service or other notice.